

**ABOVENET, INC.****EMPLOYEE ACTION FORM**

Name: Doug Jendras

Social Security Number:

Hire Date:

Effective Date: 5/1/2004

New Position: ☐ Replacement Position: ☐ Recruitment Source:New Hire: ☐Salary Change: ☒Bonus: ☐Termination: ☐Title Change ☐Promotion: ☒Transfer: ☐Rehire: ☐Other: ☐

Describe:

**EMPLOYMENT DATA****NEW/FROM****TO**

Home Address/Telephone

Employ Type / Hrs:

FLSA Status (Exempt / Non-Exempt)

Job Title/EEO Class

VP Customer  
Operations

SVP, Operations

Department/Dept. Number

Location/Profit Center

Company/Product Line

Supervisor:

Site ID

Grade Level

**SALARY CHANGE**

Current Annual Salary: 195,000

Current Semi-Monthly / Hourly Rate: 8,125

New Annual Salary: 225,000

New Semi-Monthly / Hourly Rate: 9,375

Dollar Increase: 30,000

Percent Increase: 15.385

Annual Review: ☐Promotion: ☐Transfer: ☐Other: ☐**MISCELLANEOUS INFORMATION**

Options:

Bonus:

Draw:

Other:

**SEPARATION**

Reason:

Termination Date:

Last day worked:

Last date paid:

Accrued Time Off:

Severance:

Other:

**LEAVE OF ABSENCE**

Type of Leave:

Pay Through Date:

Without Pay:

Expected Return Date:

**COMMENTS****APPROVALS**

Manager/Director

Title

Approve ☐Disapprove ☐

Date

VP  
SVP  
*[Signature]*

Title

Approve ☐Disapprove ☐

Date

Title

Approve ☐Disapprove ☐

Date

Human Resources

Title

Approve ☐Disapprove ☐

Date

Finance

Title

Approve ☐Disapprove ☐

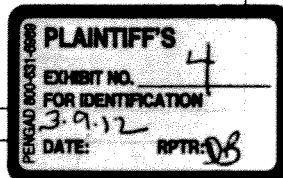
Date

Legal

Title

Approve ☐Disapprove ☐

Date



**EMPLOYEE ACTION FORM**

Name: Douglas Jendras

Social Security Number:

Hire Date: 06/23/2001

Effective Date: 06/01/2005

New Position: ☐ Replacement Position: ☐ Recruitment Source:New Hire: ☐Salary Change: ☒Bonus: ☐Termination: ☐Title Change ☐Promotion: ☐Transfer: ☐Rehire: ☐Other: ☐

Describe:

**EMPLOYMENT DATA****NEW/FROM****TO**

Home Address/Telephone

Employ Type / Hrs:

FLSA Status (Exempt / Non-Exempt)

Job Title/EEO Class

Department/Dept. Number

Location/Profit Center

Company/Product Line

Supervisor:

Site ID

Grade Level

**SALARY CHANGE**

Current Annual Salary: 225K

Current Semi-Monthly / Hourly Rate:

New Annual Salary: \$236,250

New Semi-Monthly / Hourly Rate:

Dollar Increase: \$11,250

Percent Increase: 5%

Annual Review: ☒Promotion: ☐Transfer: ☐Other: ☐**MISCELLANEOUS INFORMATION**

Options:

Bonus:

Draw:

Other:

**SEPARATION**

Reason:

Termination Date:

Last day worked:

Last date paid:

Accrued Time Off:

Severance:

Other:

**LEAVE OF ABSENCE**

Type of Leave:

Pay Through Date:

Without Pay:

Expected Return Date:

**COMMENTS**

Off cycle merit increase.

**APPROVALS**

Manager/Director

Title

☐  
Approve☐  
Disapprove

Date

VP *[Signature]*

Title

☐  
Approve☐  
Disapprove

Date

SVP *[Signature]*  
Human Resources

Title

☐  
Approve☐  
Disapprove

Date

*Dir HR*☒  
Approve☐  
Disapprove

Date

*6/1/05*

Finance

Title

☐  
Approve☐  
Disapprove

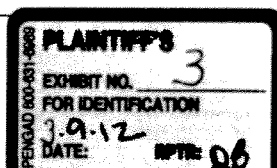
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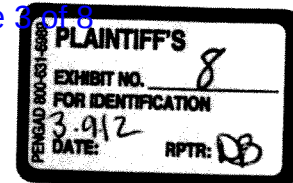
Legal

Title

☐  
Approve☐  
Disapprove

Date



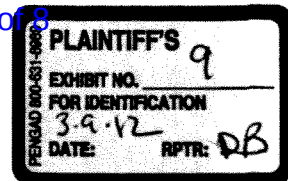


**MERIT INCREASE MEMORANDUM  
TO THE EMPLOYEE PERSONNEL FILE**

**Name:** Jendras, Douglas M.  
**Title:** SVP, Operations  
**Department:** Operations Management  
**Location:** White Plains  
**Supervisor:** LaPerch, William G

Effective March 1, 2006

Previous Annual Rate:	\$236,250.00
Annual Merit Increase:	\$12,000.00
New Annual Rate:	\$248,250.00



**MERIT INCREASE MEMORANDUM  
TO THE EMPLOYEE PERSONNEL FILE**

**Name:** Jendras, Douglas M.  
**Title:** SVP, Operations  
**Department:** Operations Management  
**Location:** White Plains  
**Supervisor:** LaPerch, William G

Effective March 1, 2007

Previous Annual Rate:	\$248,250.00
Annual Merit Increase:	\$14,895.00
New Annual Rate:	\$263,145.00

Grimmer, Gina

From: Chang, Sheila  
Sent: Friday, September 12, 2008 10:37 AM  
To: Grimmer, Gina  
Subject: FW: Salary Increases for SVPs and CEO

*Gina Grimmer*  
9/12/08



FYI - Please process below salary changes effective date 9/2/2008. Thanks.  
-Sheila

From: LaPerch, Bill  
Sent: Friday, September 12, 2008 10:20 AM  
To: Sokota, Rob; Chang, Sheila  
Cc: Sandford, Jill  
Subject: Re: Salary Increases for SVPs and CEO

Approved  
Bill LaPerch sent by Blackberry

From: Sokota, Rob  
To: Chang, Sheila; LaPerch, Bill  
Cc: Sandford, Jill  
Sent: Fri Sep 12 07:55:36 2008  
Subject: RE: Salary Increases for SVPs and CEO  
Approved. I will get you board minutes in draft.

From: Chang, Sheila  
Sent: Friday, September 12, 2008 8:12 AM  
To: LaPerch, Bill; Sokota, Rob  
Subject: Salary Increases for SVPs and CEO

Hi Bill and Rob,  
In order to make the changes to the payroll with the next payroll run (9/30/2008) for a retroactive effective date of 9/2/2008, I will need approval from both of you on the following base salary increases AND a copy of the board minutes approving these increases. Alternatively, for the SVPs, Bill could input each of the changes for the SVPs through Self Service, but since there is no one on the payroll with access to Self Service, we would still need to route and approve the changes manually, and therefore will still need the board minutes for backup approving these salary increases.

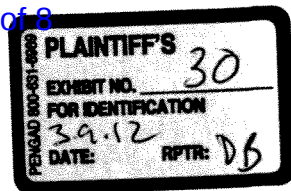
Employee  
Amount of Increase

\$16,855

New Annual Salary

\$280K

*Sheila Chang*  
9/27/08



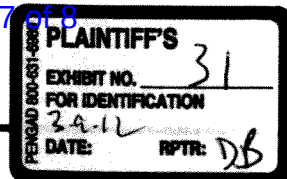
**MERIT INCREASE MEMORANDUM  
TO THE EMPLOYEE PERSONNEL FILE**

**Name:** Jendras, Douglas M.  
**Title:** SVP, Operations  
**Department:** Operations Management  
**Location:** White Plains  
**Supervisor:** LaPerch, William G

Effective March 1, 2010

Previous Annual Rate:	\$280,000.00
Annual Merit Increase:	\$10,000.00
New Annual Rate:	\$290,000.00

Chang, Sheila



From: Sokota, Rob  
 Sent: Thursday, March 17, 2011 4:41 PM  
 To: Chang, Sheila; LaPerch, Bill  
 Subject: RE: Merit increase

Confirmed.

From: Chang, Sheila  
 Sent: Thursday, March 17, 2011 4:33 PM  
 To: Sokota, Rob; LaPerch, Bill  
 Subject: RE: Merit increase

For payroll's audit trail, please confirm that the correct annualized merit amount for Doug Jendras effective 3/1/2011 is \$5,800. Thanks.

*Entered in Ceridian.*  
*- JAC*

From: Sokota, Rob  
 Sent: Thursday, March 17, 2011 12:30 PM  
 To: LaPerch, Bill; Chang, Sheila  
 Subject: RE: Merit increase

Put in the increase retroactively starting March 1 consistent with everyone else. Thanks.

From: LaPerch, Bill  
 Sent: Thursday, March 17, 2011 11:38 AM  
 To: Chang, Sheila; Sokota, Rob  
 Subject: FW: Merit increase

I did not tell Doug he received a merit increase. However I did realize that it was put in the JD for his previous year, he received one in that document. I will speak to him on Monday on how to straighten it out.

*Bill LaPerch*  
 JEFFERSON COUNTY

**From:** Chang, Sheila  
**Sent:** Wednesday, March 16, 2011 3:27 PM  
**To:** LaPerch, Bill  
**Subject:** FW: Merit increase

Why does Doug think he got a merit increase? I will not respond to him until I hear from you. Thanks.

**From:** Jendras, Doug  
**Sent:** Wednesday, March 16, 2011 3:26 PM  
**To:** Chang, Sheila  
**Subject:** Merit increase

Sheila,

I noticed that I did not receive my merit increase yesterday. Can you let me know if that was an oversight?

Thanks,

Doug

Douglas M Jendras

Senior Vice President of Operations

AboveNet Communications

(914) 683-6855